

**AUBURN VETERANS MEMORIAL HALL
Meeting Agenda
April 5, 2021 at 5:30 PM
100 East Street, Auburn, CA**

Board of Trustees

Michael Scott
Marine Corps. Det. 1247

Dustin Byers
VFW Post 904

Bonnie B. Potter
Navy League

Phil Erdman
American Legion Post 84

Cindy Gustafson
Board of Supervisors

Alternates

Daniel McLain
American Legion Post 84

Chuck Spinks
VFW Post 904

Donald C. Anderson
Navy League

Gerald Rico
Marine Corps. Det. 1247

1. Call Meeting to Order

2. Pledge of Allegiance

3. Approval of Minutes

- a. Minutes from February 1, 2021. (Attachment)

4. Public Comment

- a. For public comment or to listen in on the meeting, please dial in to the Microsoft Teams Meeting conference line.

+1 619-483-4068 Conference ID: 536 098 187#

Any member of the public may address the Hall Board regarding items not on this Agenda. It is requested that comments be brief since the Board is not permitted to take any action on items addressed under Public comment. Agenda Items should be submitted at least three (3) weeks in advance for consideration to the Hall Coordinator at AuburnHall@placer.ca.gov.

5. Information / Non Action Items

- a. Work Order / Custodial Hours Report. (Attachment)
- b. Completed Installation of Keypad Entry Door Locks.
- c. Use of Hall Update.
- d. Approval of Rate Increase by Board of Supervisors.

6. Action Items

- a. Review/Modify/Ratify Building Maintenance Project List. (Attachment)

7. Reports

- a. Late-arriving correspondence.
- b. Veterans Reports.
- c. Hall Use Report.

8. Announcements

- a. Next regularly scheduled meeting date: June 7, 2021.

9. Adjournment

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in public meetings. If you require disability-related modifications or accommodations, including auxiliary aid or services, to attend or participate in this meeting, please contact Facilities via the below methods. Requests should be made three (3) working days in advance whenever possible. Agenda and Attachments for the above referenced meeting can be viewed at the following link: <http://www.placer.ca.gov/halls>.



Auburn Veterans Memorial Hall Board of Trustees Meeting
February 1, 2021

The meeting was called to order at 5:34 pm by President Dusty Byers, who led the Pledge of Allegiance. Present as per sign-in sheet were Dusty Byers (by telephone), VFW Delegate; Phil Erdman, American Legion Delegate; Bonnie Potter, Navy League Delegate; Chuck Spinx, VFW Alternate; Dan McLain, American Legion Alternate; Donald C. Anderson, Navy League Alternate; Taylor Penticoff, Boulais, and Duane Espinoza, Placer County Facilities, and Cindy Gustafson present via teleconference.

Approval of Minutes: The minutes of the December 7, 2020 meeting were approved as written.

Public Comment: None.

Information/Non-action Items: a). Work Order/Custodial Hours Report was reviewed and discussed. The only demand service was to repair a broken water line. Thanks was offered to the custodian who has asked the homeless person camping out on the balcony to leave. Custodian will check for his return more frequently. No overnight parking ordinance probably includes Halls with other county property, but signage needs to be created and posted.

Action Items: a). Review/Modify Building Maintenance Hall Board Project List: Internet has been installed but it could not be done as an open network, so we should discuss how to manage password. Discretionary funds cannot be used for recurring services, so County will use Hall discretionary funds for hardware and installation, and County will pay for recurring service as part of the cost of utilities. Acoustical upgrade required multiple bids for purchase of materials and there are significant challenges related to installation of hardware with the exposed beams. Project cost was too high, so design needs to be reassessed to see if the cost can be less. If cost is still too high, they will let us know. Potter made a motion to give the Internet password to regular Hall users; motion seconded by Byers. Motion carried. Will consider posting password in the future. b). Use Fee Discussion: Board reviewed and discussed documents that were provided with fees at the various county Halls and other venues. Some Halls have wi-fi that has been donated. Every hall has a different seating capacity from maximum capacity. We could set higher rates for out of county residents but probably little impact on revenue. Potter made a motion to recommend a 50% increase in all fees (Main Hall from \$250 to \$375; Downstairs and Kitchen from \$200 to \$300; Downstairs from \$150 to \$225 and Fireside Room from \$50 to \$75). Motion seconded by Erdman. Following discussion, motion carried by unanimous vote.

Reports: a). Late Arriving Correspondence: none. b). Veterans Reports: Potter reported that Navy League continues to meet by Zoom. She is working on the locker utilization report. Byers had nothing to report for VFW but asked when we can start using the Hall for our meetings. Per County, only County meetings can be held and even though the Stay at Home order was lifted, we are still in the purple tier, and probably won't be able to meet until at least the orange tier. Byers stressed the importance of the VAC and having our delegates attend the meetings. American Legion reported that they are having Conference Call meetings monthly. c). American Legion reported water seepage into the bar area. No new information on plaster artwork.

Announcements: Next meeting date: April 5, 2021 at 5:30 pm.

Adjournment: Meeting was adjourned at 6:18 pm.

Respectfully submitted by Bonnie Potter, Secretary

Date	Request ID	Original Message	Status	Priority	Date Closed	Labor Hours
2/1/2021	31247	CUSTODIAL AUBURN MEMORIAL HALL Maintenance Work	Closed	Continuing	3/1/2021	
2/1/2021	32995	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	33003	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	33011	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	33020	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	33028	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	33036	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	33044	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	33052	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	33060	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	33068	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	51060	BLDG MNTC Building Services MEMORIAL HALL AUBURN Maintenance Work	Closed	Continuing	3/1/2021	
2/1/2021	31245	Bldg Exit Sign+Emergency Light Ann PM-6157 - PM000056 Perform preventive maintenance as per procedure details INSPECT ALL EXIT SIGNS VERIFY EXIT LIGHT IS FUNCTIONING TEST REPLACE BATTERY AS REQUIRED REPLACE BULB AS NEEDED	Closed	Low 1-10 Days	2/17/2021	
2/1/2021	75519	Perform preventive maintenance as per procedure details (Building Exterior)	Closed	Low 1-10 Days	2/22/2021	
2/15/2021	31244	Bldg Mntc Annual Fac Lock Pm - 6157 - PM000062 Perform preventive maintenance as per procedure details	Closed	Low 1-10 Days	3/16/2021	
2/23/2021	84934	Reported by ACCO that the insulation on the line sets outside of the building needs to be replaced.	Closed	Low 1-10 Days	3/1/2021	
3/1/2021	37250	CUSTODIAL AUBURN MEMORIAL HALL Maintenance Work	Open	Continuing		11.5
3/1/2021	51061	BLDG MNTC Building Services MEMORIAL HALL AUBURN Maintenance Work	Open	Continuing		
3/19/2021	86433	Please install a homeless exclusion on the outside emergency exit to the upstairs, main hall floor at the Auburn Memorial Hall. thank you	In Progress	Low 1-10 Days		

3/22/2021	37248	BM Water Filter 2 X Yr Facpm - 6157 - PM000070 Perform preventive maintenance as per procedure details 1ST FLOOR ROOM 340 MEMORIAL HALL REPLACE WATER FILTER AND CLEAR SYSTEM DRINKING FOUNTAIN - FILTER LOCATED DOWNSTAIRS IN KITCHEN CLOSET (1) 20" CARBON BLOCK	In Progress	Medium 1-3 Days		
3/25/2021	75762	Custodial Inspection of the facility Use Inspection Form at T:\FAC\BUILDING MAINTENANCE\CUSTODIAL\Inspection Reports	Open	Low 1-10 Days		
4/1/2021	39802	CUSTODIAL AUBURN MEMORIAL HALL MMP MMP Maintenance Work	Open	Continuing		
4/1/2021	51062	BLDG MNTC Building Services MEMORIAL HALL AUBURN MMP Maintenance Work	Open	Continuing		
4/1/2021	74006	Building Inspection of interior and exterior. Inspection form provided at T:\FAC\BUILDING MAINTENANCE\Building Inspections	Open	Scheduled 30 Day		

PJ01222	Project Manager	Method	Original Request Date	Status	Auburn Hall Board Requests - FY20/21	Current	\$10,000.00	Estimate	Actual
						Carryover	\$10,000.00		
						Balance	\$20,000.00		
	Duane Espinoza		11/13/2019	Deferred	New PA system - 2nd floor	3	Deferred	\$11,914	\$0
					11/5/2020 DE 5% No NTP No ECD: Media Services has evaluated room and made recommendations for an integrated audio system. Placer County media would complete purchase, install, and set-up of system. Project is out of budget for FY20/21.				
	Duane Espinoza		11/13/2019	Approved	Acoustical upgrades - 2nd floor (14,500)	1	In Progress	\$15,500	\$0
					3/3/21 DE 5% No ECD NTP 10/2/20 Acoustic panels had to go out for public bid due to projected cost estimate. Panel plan has to be redesigned as well due to ceiling materials in stage room will not allow for anchor mounting. Duane working with Media services to redesign.				
	Duane Espinoza		10/2/2020	Completed	Add Internet Service w/WiFi to Hall for users	2	Completed	\$965	\$0
							Sub Total	\$28,379	\$0
					Auburn Hall total Estimate		\$27,414.00	Balance	\$20,000